Introduction

Welcome to Pocket Writer 3, the latest step in word processing evolution for the Commodore 64 and 128 microcomputers! Pocket Writer 3 offers all of the features of versions 1 and 2, plus the following new capabilities:

- automatic side-by-side formatting of up to four columns of text per page;
- "duplex" printing features: Print odd pages on one side of the paper, and even sides on the other! Define separate headers, footers, and bind margins on alternate pages, for professional results;
- line and box drawing features;
- a macro facility allowing frequently-used sequences of commands and text to be recorded, and then executed with a single command;
- markers: Mark up to ten places within a document, then move from marker to marker with a simple command;
- an undo command to recover accidental text deletions;
- an improved word count feature, plus sentence and paragraph counts;
- enhanced find-and-replace features, including the ability to search backwards through a document, or to search for an exact number of spaces;
- new cursor motion commands, allowing forward and backward motion by sentence and paragraph.

This manual is a companion volume to the Pocket Writer 2 Reference Guide. You will often be referred to the Reference Guide for additional information about version 1 and 2 features, so keep your Reference Guide handy as you read through this User's Guide.

Loading Pocket Writer 3

Writer 3 is available in two separate versions: One for the Commodore 64, and one for the Commodore 128. The 128 version contains an 80-column program only, and requires an 80-column monitor connected to the C-128's RGBI port by the proper cable.

Load and run Pocket Writer 3 using the same procedure as for Writer 2 (see p. 10 of the Reference Guide). If you are using the 128 version, the **40/80 Display** key must be pressed **down**.

Pocket Writer 3 is substantially larger than its predecessors. To make room for Writer 3's new features without substantially reducing the space available for text, the program uses a number of disk overlays. These are files containing parts of the program, which are loaded as Writer 3 needs them. Writer 3 will inform you One moment... as it loads an overlay. If

it can't find the overlay it needs, the program will prompt you to insert the program disk before proceeding.
If you have a C-128 with a RAM expansion unit, you can configure the program to load the overlays into the RAM disk when it starts up. To do this, edit the Overlays to RAM disk entry in the **configure** file, so that it reads:

Overlays to RAM disk=ON

Save the file, then reboot Writer 3. If you want to leave more space in the RAM disk for files, change the ON to OFF.

Multiple columns

Writer 3 allows you to place up to four columns of text side-by-side on a single page. To access this feature, press **<F5>** or **<ESC>** and select the format command labelled Column Layout. Now you must describe the layout you are about to use. The general format of the Column Layout command is:

Column Layout:N,width,lm1,lm2,lm3,lm4

where N is a digit from **1** to **4** indicating the number of columns which will appear on the page. width indicates the width of the columns, in characters. All columns in a multi-column layout have the same width. lm1, lm2, lm3, and lm4 specify the left margin of the first, second, third, and fourth columns, respectively. You don't have to enter left margins for columns you're not using. For example, the layout:

Column Layout:**2,30,6,46**

creates a two-column layout with 5-character margins, and a 10-character 'gutter' between the columns. Each column in the layout will be 30 characters wide.

To turn multi-columns off, use:

Column Layout:**1**

If you make a mistake in the Column Layout command, Writer 3 defaults to a regular single-column format. When a column layout contains a single column, Writer 3 uses 'normal' margin settings to format text; you do not need to specify a width or left margin in the Column Layout command. The program menu remembers regular margin settings around a multi-column layout, so you usually don't need to reset margins after returning to a single-column format. The exception to this rule is the use of relative margin settings, like +5: After a multi-column layout, a relative left or right margin will behave as though a margin setting of +0 was entered after the layout.

You may change from a single-column layout to a multi-column layout in the middle of a page; however, if you change from a multi- to a single-column

layout, or multi- to a multi-, Writer 3 will force a new page. In other words, Writer 3 does not permit more than one multi-column layout to occupy a single page.

To keep things fast while you edit, Writer 3 doesn't display the columns side-by-side on screen. However, the program does provide a visual cue to let you know which column the cursor is presently in. When the cursor lies inside a multi-column layout, a letter from **a** to **d** will appear beside the line number. The letter indicates the present column, the leftmost being column **a**, followed by columns **b**, **c**, and **d**, in that order.

On the screen, multi-column text starts in column 1 and extends right to the width of the column. The columns are laid end-to-end on the screen: column **a** first, then **b**, etc. Blank lines pad the end of columns which don't reach to the bottom of a page.

The external file feature is not available from within a multi-column layout; however, features such as justification, centering, and microspacing are available, and are applied on a column-by-column basis. When you print a document, Writer 3 displays the first column of multi-column lines while printing the entire line.

Writer 3 normally fills a column from top to bottom before moving to the next. You can use the Forced Column command from the **<F5>** menu to force a conditional or unconditional column eject, causing the program to move to a new column before the current column is full. It works exactly like the Forced Page command (see p. 33 of the Reference Guide), except that it deals with columns instead of pages. Therefore, type a space beside "Forced Column:" to unconditionally cause a new column to begin at the current paragraph.

Duplex printing features

Writer 3 provides a number of new features designed to enhance the appearance of documents which are bound in book form. The word "duplex" means that both sides of the paper are printed. Writer 3 accomplishes this by allowing you to print only the odd pages, then turn the paper over and print the even pages on the back.

To print every other page in a document, you must use the print options command, **<Commodore> P** (see p. 47 of the Reference Guide). One of the questions the program will ask you is:

Print every other page?N

To print every page in the normal fashion, just press **<RETURN>**. If you wish to skip alternate pages, type **Y** before pressing **<RETURN>**. Writer 3 will then ask:

Print reverse sides?N

If you answer N, the program will print the first page appearing in the document, then the third page, then the fifth page, and so on. If you answer Y, Writer 3 will print the second page of the document, then the fourth page, then the sixth page, and so on. Note that "the first page" does not necessarily mean "page 1": Page numbers do not affect the printing sequence. Printing begins when all of the print options prompts have been answered.

If you press <F5> from the edit screen to bring up the format command menu, you will notice three new commands for duplex printing: Alt Pr Offset, Alt Header, and Alt Footer. These correspond to the commands Printer Offset, Header, and Footer, respectively. The "Alt" versions of these commands allow you to specify different values to use on alternating pages.

For example, let's suppose you are printing a report on 8½" x 11" paper, and that the report will be placed in a three-ring binder. You might decide to allow a one-inch strip at the left edge of paper where the holes will be punched, and a half-inch margin at the right side of the page. Using a pitch of 10 characters per inch (see p. 32 of the Reference Guide), this leaves 70 characters free for the body of your text. Set a left margin of 1, and a right margin of 70 (p. 30). Now set the printer offset to 10 (p. 35) to leave an inch of blank space at the left edge of the page.

On the reverse side of the page, we'd like to arrange things so that the body of the text lines up with the text on the opposite side. That means that we should use a half-inch margin at the left side of the page, and leave a one-inch margin at the right side, where the holes will appear. We can do this without changing the margin settings, just by setting the Alt Pr Offset to 5.

The Alt Header and Alt Footer commands allow you to produce professional-looking headers and footers on facing pages. These commands have the same format as their 'normal' counterparts (see pp. 35-36 of the Reference Guide). For example, suppose that you wanted to arrange things so that "Page x" always appears in the outside bottom corner of each page. At the top of your document, define a footer for the right-hand pages:

Footer:,,Page <>

Now define an alternate footer, which will appear on the left-hand pages:

Alt Footer:Page <>,,

Print the right-hand pages, then turn the paper over and print the left-hand pages on the reverse side. The bottom of each page should contain the page number in the outside corner.

If you do not specify an alternate header or footer, Writer 3 will attempt to use 'normal' headers and footers when printing reverse pages.

Line and Box Drawing

Writer 3 provides a convenient way of drawing and printing lines and boxes in your documents. These are most useful in the creation of forms.

To enter box drawing mode, press <CTRL> T. Box chars ON will appear on the command line. Now move the cursor to where you want the top left corner of the box to appear, and press <CTRL> o. Move the cursor to the lower right corner of the box, and press <CTRL> o again. The program will draw a rectangle inside the edges of the range.

In other words, to draw a box you define a block range which will determine the box's size and shape. (See pp. 21-22 of the Reference Guide for more information about ranges). To draw a horizontal line, define a block one character high. To draw a vertical line, define a block one character wide.

If you draw a box inside a formatted paragraph, wordwrap may cause the box to become scrambled if a change is made to the paragraph text. You will obtain the best results when each line a box occupies ends with its own return arrow.

When a box or line overlaps another, Writer 3 attempts to choose the proper characters so that the intersecting lines look as they should. When a box overlaps text, the characters underneath the box are removed completely, so be careful to leave room for the box when mixing boxes with text. In general, it is better to draw your boxes first, and then fill in the blanks with text.

Writer 3 obtains its box characters by "recycling" the French character set. Therefore, you cannot mix French characters and box characters in the same document. To switch box mode off and return to French characters, press <CTRL> T again. All box characters you see on the screen (except the vertical line, '|') will become French characters.

While in box drawing mode, you may enter single box characters in the same way that French characters are entered. In this way, you can draw complicated figures, one character at a time. Note that Writer 3 ignores italics, superscripts, and subscripts when they are applied to box characters. Here is a list of the available characters, and their corresponding keys:

─	<CTRL> 0	┼	<CTRL> 1	┬	<CTRL> 2
┴	<CTRL> 3	┤	<CTRL> 4	├	<CTRL> 5
┌	<CTRL> 6	┐	<CTRL> 7	└	<CTRL> 8
┘	<CTRL> 9	│	<CTRL> ^		

Printing Lines and Boxes

When printing a document containing line and box characters, Writer 3 needs to know which codes to send to your printer to produce these characters on paper. To accomplish this, an number of new entries have been added to the printer files:

Boxes on : If your printer requires codes to access a box character set, enter them here. (See pp. 57-58 for information about printer files and codes).

Boxes off: Enter the codes to turn off the box character set, if necessary.

After these two entries, there are eleven Codes: entries for the box characters themselves. Top to bottom, the characters are: '─', '┼', '┬', '┴', '┤', '├', '┌', '┐', '└', '┘', '│'.

If your printer does not have a box character set, passable results may be obtained by using the vertical bar (|) or exclamation point (!) for the vertical line character, the hyphen (-) for the horizontal line character, and the plus sign (+) for all the rest.

If you have an old printer file and don't plan to use the box drawing features of Writer 3, you can use it without adding the new box codes to your new file. Otherwise, you can edit your printer file with Writer 3 to add the codes.

Markers

Markers let you mark a position in a document, then jump around from marker to marker with a simple command. Up to ten markers may be defined, numbered 0 through 9. To set a marker, move the cursor to the line you wish to mark, then press <CTRL> J. Writer 3 will ask you for the marker number to set. The program remembers the last marker number you used, so if it's correct you can just press <RETURN>. Undefined markers are set to the first line of the document by default.

The command to jump to a marker is <CTRL> j ('j' for 'jump'). Select a marker number as before; the cursor is then positioned to the marked line.

It is important to note that Writer 3's markers do not attach themselves to a piece of text, but instead to a physical line number in the document. Therefore, if you mark line 35 on page 3 of your document, insert three lines after line 12 on page 3, then jump to the marker, you'd end up on line 35 of page 3, not on line 38.

Macros

Macros allow you to record a sequence of keystrokes, and play them back exactly as they were entered. To define a macro, type **<CTRL> L**. You'll be prompted:

Define macro (a-z):

Type a character from **a** to **z**. This letter will name the macro, so you might want to choose a letter having some mnemonic value. (Press the Commodore key to cancel the process if you change your mind). Once you've selected the macro ID, you'll be returned to edit mode. You can then press keys and execute commands: Each will be recorded in the macro buffer as you type it. When you're finished, type **<CTRL> L** again. Writer 3 will then say Macro defined.

To play the macro back, type **<CTRL> l** (lower case 'L'), then type the macro ID, **a** to **z**. Your recorded keystrokes will be played back in the order they were recorded.

If you make a mistake during macro definition, there is no way to correct it--You'll have to redo the macro. Press **<CTRL> L** to terminate the current macro definition, then start over. When you redefine an existing macro, the new definition completely replaces the old one.

You can delete a macro by defining a new, empty macro in its place. For example, to delete macro **a**, type **<CTRL> L, a, <CTRL> L**. Writer 3 says Macro deleted to confirm the operation.

Notes on macro definition:

There is a macro buffer which is shared by all macro definitions. Each macro takes up an amount of space proportional to the number of keystrokes recorded for it. This means that you can have a lot of short macros, or a few large ones. If you try to record more keystrokes than the buffer can hold, Writer 3 tells you Macro buffer full and drops you out of macro definition mode. You will then have to delete unused macros to make room for new ones.

The 128 version of Writer 3 can record about 1000 keystrokes; the 64 version, about 250. No single macro can contain more than 255 keystrokes.

Loading and saving macro sets

It is possible to save the contents of the macro buffer to a disk file, and reload them at a later time. This allows you to create macro libraries customized for specific tasks. To load or save a macro file, press **<Commodore> m**. Writer 3 will then ask whether you wish to load or save. Press **L** to load, or **S** to save. You will then be asked for the name of the macro file. Type the name of the macro file, then press **<RETURN>**. Be careful: When you load a new macro set, any previous definitions in the macro buffer are lost.

Undo

As you are editing a document, you may sometime delete a piece of text accidentally. In many cases, Writer 3 will let you get the text back, if you detect the error immediately.

The undo function is activated by pressing **<CTRL>** U. If the previous operation is undo-able, the affected text will be inserted at the current cursor position. You must press **<CTRL>** U before performing any other operations; otherwise, the contents of the undo buffer will be lost. The following operations may be undone:

Single character deletions, using **<DEL>**. The program will remember a run of up to 40 characters deleted by the **<DEL>** key. If you press **<DEL>** more than 40 times in a row, only the last 40 characters deleted will be remembered. Therefore, if you press **<DEL>** 12 times, then press **<CTRL>** U, the 12 characters will be replaced. Note that text enhancements are not recovered by undo: You will have to restore these yourself.

Line deletions, using **<CTRL><DEL>**. If you accidentally delete a line, you can get it back with **<CTRL>** U. The undo buffer does not remember more than one line of text.

Range deletions. If you delete a range of text, **<CTRL>** U will bring it back.

New Find and Replace features

Pocket Writer 3 introduces two new find and replace features:

Find spaces

In previous versions of Pocket Writer, a single space in your find text matches a run of one or more spaces in your document. For example,

```
Find:bird dog
```

matches bird dog, but it will also match bird dog. Version 3 operates the same way, but sometimes you may want to match an exact number of spaces. You can do this by beginning the find string with a double quotation mark ("). For example:

```
Find:"bird dog
```

will only match bird dog. If the spaces appear at the end of the text you wish to find, you must enter them using **<SHIFT>** **space** (which appears on the screen as _). For example, to search for a period followed by two spaces:

```
Find:".__
```

If you read the description of the Find command on page 41 of the Reference Guide, you will see that the double quotation mark is also used to search for exact combinations of upper and lower case letters. Therefore, you must be careful to use capital letters when necessary. For example,

Find:"bird dog

will match bird dog, but not Bird dog. You should also note that Writer 3 ignores the "soft" spaces it inserts for justification, centering, margins, etc. You can see these soft spaces by entering **<CTRL> space:** The soft spaces appear as large square 'U' shapes.

Reverse Find and Replace

Writer 3 allows you to search through a document in the reverse direction; that is, from the current cursor position towards the beginning of the document. To start a reverse direction search, enter **<Commodore> g.** R Find: appears on the command line ('R' for 'Reverse'). Enter the text you wish to find. You may use any of the special features available to the forward Find command (see p. 41 of the Reference Guide).

You may also specify a Replace string to find-and-replace in the reverse direction. (See p. 42 of the Reference Guide). This works exactly like the forward Replace operation, except that global replacement does not take place in linked files. (This limitation is imposed because there are no backward links between documents).

To repeat a Reverse Find operation using the previous find text, press **<Commodore> G.** This command works like **<Commodore> F**, except that it continues the search in the reverse direction. You can mix **<Commodore> F** and **<Commodore> G** commands without having to enter new find text.

Word, sentence, and paragraph counts

The Writer 2 word count command (**<CTRL> W**) has been expanded to give additional information about the current document. It reports the number of paragraphs in the document first; for example:

10 paragraphs,

Press a key to get the sentence count:

20 sentences,

Now press a key again to get the word count:

265 words.

The Commodore key can be used to exit the word count command before you've seen all of the information.

The algorithm used by Writer 2 to count words has been improved for Writer 3. For example, Writer 2 counts a string of characters like ". . ." as three words; Writer 3 counts this as zero words.

To be accurate with sentence counts, you should follow the standard typing convention of typing two spaces after a full stop (a period occurring at the end of a sentence). If you type two spaces after any sentence, even just once, periods occurring in abbreviations such as "Mr. Miller" will not be counted as full stops.

If you end all of your sentences with a single space, Writer 3 will not know the difference between abbreviations and full stops, and will treat an abbreviation like the end of a sentence. Therefore, if you are in the habit of typing only one space after a sentence, be careful to do it consistently. Otherwise, Writer 3 may surprise you by reporting a smaller number of sentences than your document actually contains.

New cursor motion commands

Type **<CTRL>** , to move to the beginning of the previous sentence, and **<CTRL>** . to move to the beginning of the next sentence. (You can remember this easily by observing that the arrows '<' and '>' are on these keys).

Similarly, **<CTRL>** : moves to the beginning of the previous paragraph, and **<CTRL>**] to the beginning of the next paragraph. (The brackets '[' and ']' are on these keys).

See pages 14-15 of the Reference Guide for additional cursor motion commands.